



## TOWN OF SURFSIDE BUILDING DEPARTMENT

MUNICIPAL BUILDING  
9293 HARDING AVENUE  
SURFSIDE, FLORIDA 33154-3009

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### INSTRUCTIONS FOR FILING APPLICATION FOR ZONING CHANGE

1. **TYPE OF HEARING REQUESTED** - The following types of hearings (requests) are considered by the Planning and Zoning Board: Conditional uses; Floor Area Exceptions; Special Use Exceptions; Special Use Permits; Special Yard Exceptions; Variances and Zoning Changes. It is important to note that a variance is the relaxation of certain regulations contained in the zoning ordinance where such variance shall not be contrary to the public interest and where, owing to the conditions peculiar to the property and the property which shall not be the result of the actions of the applicant, a literal enforcement of the Ordinance would result in unnecessary and undue hardship.
2. **DOCUMENTS TO BE SUBMITTED WITH OR AS PART OF THE APPLICATION:**
  - A. Completed Application form, notarized by the Owner or designated representative (Tenant or Attorney.)
  - B. A hardship letter (see information for establishing hardship – Item #5 below)
  - C. Two (2) sets plus one 11x17 reduced set of supporting architectural plans which clearly indicate the variance request where appropriate. At least one set of plans shall be sealed. **Plans must include the site plan showing all improvements and setbacks, fully dimensioned; roof plan; all exterior elevation (including air-conditioning, compressors, and signs); exterior surface treatments, including roofs; and exterior color samples including that of signs.**
  - D. Two (2) copies plus one 11x17 reduced set of the landscaping plan (*required for multi-family or commercial requests only*) **showing all plant material, as to location, name, size and quality.**
3. **SPECIAL USE PERMIT INSTRUCTIONS.**

The following must be attached to the application:

  - A. Statement describing in detail the character and intended use of the proposed development or activity
  - B. A general location map showing the relation to the site or activity to the streets, existing utilities, shopping areas, important physical features, etc.
  - C. A survey of the subject property showing all existing structures, easements, etc., sealed by a surveyor licensed in the State of Florida and dated within six (6) months of the date of the application
  - D. Site Plan in accordance with the requirements of Section 18-76 of the Town Code.
4. **FILING AND HEARING FEES (SECTION 18-89, TOWN OF SURFSIDE CODE)**

A. Conditional Uses, floor area exceptions, special use exception, special use permits, variances and zoning changes in the <b>RS-1, RS2 and RD1 Zoning Districts.</b>	<b>\$250.00</b>
Each Additional for the same property	<b>50.00</b>
B. Conditional Uses, floor area exceptions, special use exception, special use permits, variances and zoning changes in <b>all other Zoning Districts.</b>	<b>400.00</b>
Each Additional for the same property	<b>50.00</b>
C. Special Yard Exceptions (Canopy Carports)	<b>175.00</b>
D. Plan Review Fee for Zoning only	<b>200.00</b>
5. **TO ESTABLISH HARDSHIP, THE APPLICANT MUST BE PREPARED TO INDICATE THE FOLLOWING IN A LETTER WITH THEIR APPLICATION FOR VARIANCES** - A variance from the term of the Code that will not be contrary to the public interest where, due to special conditions, a literal enforcement of the provisions of the Code will result in unnecessary and undue hardship may be recommended by the Planning and Zoning Board and granted by the Town Commission in compliance with the requirements of the Town Charter and the Town Code.